

Budget Request System

Human Resources

Review and Comments

Budget Request System

Human Resources Review and Comments

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 - Human Resources Review
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 - Banner Form – FWABRHR
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Budget Request System Overview

- UNCW's budget request process is available through Banner forms created to automate and standardize the budget process
- Budget requests requiring Human Resources review can be entered during the following budget cycles:
 - AA Annual Allocation (March – June)
 - BE Biennial Expansion (July – August)
 - CITI Campus Initiated Tuition Increase (July – Dec)
 - FF Student Fees (Sept– Dec)
 - MY Mid-Year Adjustment (Jan– March)
 - SB Supplemental Budget (Nov – Jan)

Budget Request System Overview

- Human Resources reviews all budget requests that meet the following criteria
 - New position request
- ❖ NOTE: existing, permanently funded positions do not require HR review

Budget Request System

Budget Request Form - FWABREQ

- Budget requests that have an account code beginning with 911, 912 or 913 are flagged for HR review

Budget Request Form FWABREQ 7.0 (PPRD)

Budget Request ID: AA09001 Transfer Artic Admin to Perm Status

Header Record | **Line Item Request** | Header Priority | Collaborative Unit

Line Item Detail | Line Item Priorities | Line Item University Goals/Objectives | Line Item Divisional

Line Item Detail

Line Ref No:	001	Final Decision:	<input type="text"/>
Desc:	Transfer Artic Admin (pos # 7457 - T. Rogers) to Perm Status	FTE:	1
Fund:	<input type="checkbox"/> 161500 Registrar	EPA/SPA:	SPA Operations & Sys Tech
Organization:	30015 Registrar	Position Title:	SPA Regular Salaries
Program:	160 Student Services	Account:	<input type="checkbox"/> 912100 SPA Regular Salaries
		Activity:	<input type="checkbox"/>
		Category Code:	<input type="checkbox"/> SALB Salary & Benefits

Budget Requests

Human Resources Review

- To review a report of budget requests
 - Access the UNCW SSRS report portal on the web
 - <https://uncwreports/reports/>
 - Select Budget Request System folder
 - Select the Budget Requests Needing Human Resources Review report
 - Select the Budget Year and Budget Cycle provided in the guidance from the Budget Office

Budget Requests

Human Resources Review

- Displays budget requests that have an account code beginning with 911, 912, or 913 FWABREQ
 - **Filters**
 - Budget Year
 - Budget Cycle
 - Division
 - Department

The screenshot shows a web application interface for budget requests. At the top, there is a navigation bar with links for "Home", "My Subscriptions", and "Help". Below this, the page title is "SQL Server Reporting Services" followed by the breadcrumb "Home > Budget Request System > Budget Requests Needing HR Review". A search bar is located on the right side of the page. Below the search bar, there are four tabs: "View", "Properties", "History", and "Subscriptions". A "New Subscription" button is visible on the left. The main content area contains a form with the following fields: "Budget Cycle" (dropdown menu with "Annual Allocation, Campus Initi" selected), "Department" (dropdown menu with "AVC Infrastructure, AVC Techn" selected), "Division" (dropdown menu with "Academic Affairs, Business Affa" selected), and "Year" (dropdown menu with "2010" selected). A "View Report" button is located on the right side of the form.

SQL Server Reporting Services
Home > Budget Request System > Budget Requests Needing HR Review

Home | My Subscriptions | Help

Search for:

View Properties History Subscriptions

New Subscription

Budget Cycle: Annual Allocation, Campus Initi
Department: AVC Infrastructure, AVC Techn
Division: Academic Affairs, Business Affa
Year: 2010

View Report

Budget Requests

Human Resources Review

- To display all budget requests in Banner
 - Access the Budget Request Human Resources Recommendation Form – FWABRHR
 - Select the Budget Year and Budget Cycle provided in the guidance from the Budget Office
 - Select All Divisions from the Division Code dropdown box, next block

Budget Request System

Human Resources Approval Form - FWABRHR

- Displays budget requests that have an account code beginning with 911, 912 or 913 on FWABREQ
 - Filters
 - Budget Year
 - Budget Cycle
 - Division
 - Budget Request ID (optional)

Budget Request Human Resources Recommendation Form FWABRHR 7.0 (PPRD)

Budget Year: **Budget Cycle:** Annual Allocation

Division Code: All Divisions **Budget Request ID:**

Header Record | Line Item Request

Budget Request System

Human Resources Approval Form - FWABRHR

- Header record
 - Select filters, next block

Budget Request Human Resources Recommendation Form FWABRHR 7.0 (PPRD)

Budget Year: **Budget Cycle:** Annual Allocation

Division Code: All Divisions **Budget Request ID:**

Header Record

Budget Request Header Information

Budget Req Id	Title	Final Decision	
<input type="text" value="AA09001"/>	<input type="text" value="Transfer Artic Admin to Perm Status Registrar"/>	<input type="text" value=""/>	<input type="text" value=""/>
Total Current Permanent Amount	Total Current year OneTime Amount	Total Next Year Perm Amount	Total Next Year OneTime Amount
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="46,547"/>	<input type="text" value="0"/>

Budget Req Id	Title	Final Decision	
<input type="text" value="AA09002"/>	<input type="text" value="Assistant Registrar Salary Inequity Registrar"/>	<input type="text" value=""/>	<input type="text" value=""/>
Total Current Permanent Amount	Total Current year OneTime Amount	Total Next Year Perm Amount	Total Next Year OneTime Amount
<input type="text" value="4,053"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Budget Request System

Human Resources Approval Form - FWABRHR

- Line item request
 - Scroll down to the line item to review
 - Select the Line Item Request tab

Budget Request Human Resources Recommendation Form FWABRHR 7.0 (PPRD)

Budget Year: Budget Cycle: Annual Allocation

Division Code: All Divisions Budget Request ID:

Header Record **Line Item Request**

Budget Request Header Information

Budget Req Id	Title	Final Decision	
AA09001	Transfer Artic Admin to Perm Status Registrar		
	Total Current Permanent Amount	Total Current year OneTime Amount	Total Next Year Perm Amount
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="46,547"/>
			Total Next Year OneTime Amount
			<input type="text" value="0"/>

Budget Request System

Human Resources Approval Form - FWABRHR

- Line item request
 - Check the HR Reviewed box
 - Enter comment in HR Comments box

Budget Request Human Resources Recommendation Form FWABRHR 7.0 (PPRD)

Budget Year: Budget Cycle: Annual Allocation

Division Code: All Divisions Budget Request ID:

Header Record **Line Item Request**

Line Item Information

Line Ref No: Final Decision:

Desc: FTE:

Fund: Registrar EPA/SPA Position Title: Band: Journey Rank

Organization: Registrar Account: SPA Regular Salaries

Program: Student Services Activity:

Category Code: Salary & Benefits

Current Year PERM Amt: Year 4 PERM Amt: Current Year ONE-TIME Amt: Year 4 ONE-TIME Amt:

Next Year PERM Amt: Year 5 PERM Amt: Next year ONE-TIME Amt: Year 5 ONE-TIME Amt:

Year 3 PERM Amt: Year 3 ONE-TIME Amt:

Review Required: Facility: Purchasing:

HR Reviewed: HR Comments:

Facilities:

Budget Year: Budget Cycle: Annual Allocation

Division Code: All Divisions

Budget Request ID:

Header Record **Line Item Request**

Line Item Information

Line Ref No: Final Decision:

Desc: EPA/SPA Position Title: Band: Journey Rank

Fund: Registrar Account: SPA Regular Salaries

Organization: Registrar Activity:

Program: Student Services Category Code: Salary & Benefits

Current Year PERM Amt: Year 4 PERM Amt: Current Year ONE-TIME Amt: Year 4 ONE-TIME Amt:

Next Year PERM Amt: Year 5 PERM Amt: Next year ONE-TIME Amt: Year 5 ONE-TIME Amt:

Year 3 PERM Amt: Year 3 ONE-TIME Amt:

Review Required: Facilities Purchasing


HR Reviewed:

Facility Reviewed:

Purchasing Reviewed:

Activity Date:

User Id:

HR Comments: 

Facilities Comments:

Purchasing Comments:

Budget Office Comments:

Budget Request System

Human Resources Review and Comments

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Questions?

Need assistance?

Call the Budget Office

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